ADDENDUM NO. 1, April 1, 2022

RE: Studebaker West Encapsulation Project
Ball State University
Project No. 2022-026.01 SW

FROM: Facilities Planning & Management
Ball State University
Muncie, IN 47306

TO: Prospective Bidders

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated March 16, 2022, as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form Supplements. Failure to do so may subject Bidder to disqualification.

This Addendum is issued in accordance with the provisions of the Instructions to Bidders (AIA A701, 1997 Ed.) and Supplementary Instructions to Bidders Documents of the Project Manual.

This Addendum consists of 1 Page (and the attached documents (3 pages).

CHANGES TO BIDDING REQUIREMENTS:

1. Document 00 43 00 Bid Form Supplements:
   a. Appendix A – Receipt of Addenda/Project Completion.
      i. Change date of substantial completion of work to August 5, 2022
2. **The Bid date has been changed to April 11, 2022, time has not changed.**
3. Last date for RFI's is April 5, 2022

CHANGES TO SCOPE OF WORK:

1. Note 7 shall read as follows:
   a. Allow for Owner to install spray foam on condensate pipe. Allow 30 minutes per unit.
2. Note 8 shall precede work in note 7.
3. Note 12 shall read as follows:
   a. Re-assemble fan coil unit motor,

OTHER ATTACHMENTS

1. Agenda/Meeting Minutes from Pre-Bid Conference
2. Pre-Bid Conference Sign-in Sheet

END OF ADDENDUM NO. 1
Ball State University  
Facilities Planning & Management  
Pre-Bid Conference  

MEETING MINUTES  

STUDEBAKER WEST ENCAPSULATION  
Ball State University  
BSU Project No. 2022-026.01 SW  
Thursday, March 31, 2022 @ 2:00 PM  

I. Project Team  
A. Owner's Representative(s):  
   Greg Graham, Facilities Planning & Mgmt., 765-285-2828, email: ggraham@bsu.edu  
   Kelly Knable, Facilities Planning & Mgmt., 765-285-0585, email: kaknable@bsu.edu  
   Anthony Rench, Environ. Health & Safety, 765-285-2832, email: aarench@bsu.edu  
   George Edwards, Housing & Residence Life, 765-285-1520, email: gedwards@bsu.edu  
   June Sanders, Purchasing, 765-285-1548, email: jasanders3@bsu.edu  

A. Availability of Contract Documents.  
   1. Documents are available through the BSU Purchasing Website.  
B. Interpretation of Contract Documents.  
   1. Last day to submit RFI's is 4/5/2022.  
C. Addenda.  
   1. No addenda have been issued yet. An addendum will be issued that contains responses to any RFI's and the pre-bid conference meeting minutes and sign in sheet.  
D. Substitutions.  

III. Bidding Procedures.  
A. Bidding Date: 04/07/2022 @ 2:00 PM 04/11/2022 @ 2:00PM  
   Location: Purchasing Conference Room  
   Service & Stores Building  
   3401 N. Tillotson Avenue  
   Muncie, Indiana 47306  
B. Bidding Form and Other Documents.  
   1. Indiana Form 96 (Revised 2013).  
      a. Fill out Part II., Section I. Experience Questionnaire  
      b. Fill out Part II., Section II. Plan and Equipment Questionnaire.  
      c. Attach Part II., Section III. Contractor's Financial Statement.  
      d. Fill out Part II., Section IV. Contractors Non – Collusion Affidavit  
      e. Fill out Part II., Section V. Oath and Affirmation  
   2. Bid Form Supplements, Document 00 43 00  
      Appendix A.  
         (1) Acknowledgment of Receipt of Addenda.  
         (2) Project Completion  
      Appendix B. Alternatives,  
      Appendix C. Unit Prices,  
      Appendix D. Principal Subcontractors  
      Appendix E. Supplementary General Construction Information  
      Appendix F. Supplementary Mechanical Information  
      Appendix G. Supplementary Electrical Information  
      Appendix H. Supplementary Telecommunications Information  
   3. Representations and Certifications, Document 00 45 00  
      Appendix 1. Nondiscrimination Compliance Statement  
      Appendix 2. Contractors Certification of Self Performance  
      Appendix 3. Contractors Certification of Authorized Employment  
      Appendix 4. Contractors Certification of Training Program Compliance  
      Appendix 5. Drug Testing Plan  
      Appendix 6. Contractors Certification of Pre-Qualification Compliance
June reiterated that contractors must be pre-qualified with the State of Indiana for any contract value over $300,000.

Appendix 7. Bidder’s Check List

4. MBE/WBE/Veteran Participation Plan, Document 00 45 39
   MBE / WBE / Veteran Subcontractor Plan
   Documentation of Effort to Meet MBE / WBE / Veteran Participation
   MBE / WBE / Veteran Letter of Intent to Perform


6. Documents that must be submitted by the Awarded Contractor prior to mobilization.
   Section 00 61 00 – Bond Forms: AIA Document A312 - Performance Bond and Payment Bond
   Section 00 73 73 – Escrow Agreement: Owner will provide document after the award of the project.

IV. Scope of Project.
   A. Summary of Work.
      1. Anthony Rench and George Edwards reviewed the scope of work.
   B. Project Schedule.
      1. The project schedule will be extended. Commencement of work will be Monday, 5/9/2022. Substantial Completion will be Friday, August 5th.
   C. Access to Project Area.
   D. Coordination with Other Projects.
      1. Residence life will be performing maintenance and painting over the summer. This work will need to be coordinated with the maintenance and painting work.
   E. Coordination with Owner Occupancy.
      1. It is possible there will be a few resident hall directors occupying the building at the same time this work is being performed. The exact rooms and locations to stay away from will be reviewed and discussed at the construction kick-off meeting.

V. Questions.

VI. Tour of Project Site.
   A. All meeting attendees visited a student room to review an example of the work and accessibility of both the A/C unit and heating unit.

End of Minutes
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<tr>
<th>NAME</th>
<th>REPRESENTING</th>
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